REFERENCE CARD
XYWRITE WORD PROCESSOR

This card is divided into the following five categories:

KEYS	IMMEDIATE COMMANDS	EMBEDDED COMMANDS	FUNCTION CALLS	SETTINGS

KEYS (Chap. 3)

These are some of the most commonly-used keys.

HELP

Alt F9	Help

CURSOR KEYS - UP AND DOWN

↑ , ↓	Move One Line Up, Down
Ctrl ↑ , Ctrl ↓	Scroll Text One Line Up, Down
Home , End	Move to Top, Bottom of Screen
PgUp , PgDn	Move One Screen Up, Down
Alt PgUp , Alt PgDn	Move Formatted Page Up, Down
Ctrl Home , Ctrl End	Move to Top, Bottom of Document

CURSOR KEYS - LEFT AND RIGHT

← , →	Move One Character Left, Right
Alt ← , Alt →	Move One Word Left, Right
Ctrl ← , Ctrl →	Move to Left End of Line, Right End

TABS KEYS

*	Alt Tab	Display Tab Menu
	Ctrl Tab	Move Cursor to Next Tab

COMMAND LINE KEYS

F5	Clear the Command Line
F9	Execute Command on Command Line
F10	Switch Between Command Line/Text

EXPANDED DISPLAY

*	Ctrl F9	Switch Between Normal/Expanded
	Ctrl F10	Switch Between Normal/Expanded

PAGE NUMBER DISPLAY

Shift F9	Turn on PG-LN Indicator

WINDOWS

*	Ctrl F10	Display Window Menu
	Alt F10	Switch Between Last Two Windows
*	Shift F10	Switch Through All Windows

ASCII CHARACTERS

Alt Shift ###	ASCII Character (### = 3-digit no.)
Ctrl <	Left Double-angle Bracket («)
Ctrl >	Right Double-angle Bracket (»)

SEARCH CHARACTERS

Ctrl ↵	Return (Enter)
Alt Shift L	Any Single Letter (A-Z)
Alt Shift N	Any Single-Digit Number (0-9)
Alt Shift A	Any Single Letter or Number
Alt Shift X	Any Single Character
Alt Shift S	Any Single Separator
Alt Shift W	Any String of Characters

COMPARE FILES

*	Ctrl -	Find Difference Between Two Files
*	Ctrl =	Find Match Between Two Files

IMMEDIATE COMMANDS
(Chapters 2 - 6)

Enter Immediate Commands on the Command Line. For example:

CM **CALL** ***filename***

FILE COMMANDS (Chap. 2)

NEW ***filename,existingfile***
ABORT
CALL ***filename***
DEL ***filename***
EDIT ***filename***
ERASE ***filename***
MERGE ***filename***
SAVE *filename*
SAVEDEF ***filename***
STORE *filename*

PRINTER COMMANDS (Chap. 2)

TYPE *filename,m-n,*P
TYPES *filename,m-n*
TYPEF *filename,targetfile,m-n*
TYPE ***@filename,,***P
KILTYP
WAIT
(***@filename*** = file containing a list of filenames)

SYSTEM COMMANDS (Chap. 2)

d:,d1:
* **CM** 0
DIR *filename*
* **DSORT** *f,e,s,d,r,h*
CHDIR ***path***
MKDIR ***path***
RMDIR ***path***
EDITOR *filename*
DOS /C *command*
DO *path****program** *filename*
EXIT
QUIT

SEARCH COMMANDS (Chap. 3)

* **SE**ARCH *range*/***string***/	Range of Files
* **SE**ARCH**A** *range*/***string***/	
SEARCH /***string***/	Forward
SEARCH**A** /***string***/	
SEARCH**B** /***string***/	Backward
SEARCH**BA** /***string***/	
CV /***string1***/***string2***/	Verify
CVA /***string1***/***string2***/	
CH /***string1***/***string2***/	No Verify
CHA /***string1***/***string2***/	
CI /***string1***/***string2***/	Invisible
CIA /***string1***/***string2***/	
GO ***m-n***	Page-Line No.
JMP ***p***	Character No.

(*range* = *filename1,filename2, . . .*)
(**A** suffix = Absolute Case Match)

IMMEDIATE COMMANDS (cont'd)

SAVE/GET COMMANDS (Chap. 3)

LDSGT ***filename***
STSGT ***filename***
CLRSGT
IS *#*
(*#* = A-Z or 0-9)

WINDOW COMMANDS (Chap. 3)

RMV**S**CR
* **WINDOW** *#,left,top,width,length*
(*#* = 1-9)

SPECIAL COMMANDS (Chap. 5)

Fill-In Forms
NEF ***filename***,*masterform*
CAF ***filename***

Mail Merge
TYPE *datafile+ mainfile,,P*
TYPE**F** *datafile+ mainfile*
TYPE**S** *datafile+ mainfile,targetfile*

Table of Contents & Index
IX*#* *filename,targetfile*
TX*#* *filename,targetfile*
IX*#* ***@filename***,*targetfile*
TX*#* ***@filename***,*targetfile*
(*#* = 1-9)
(***@filename*** = file containing a list of filenames)

User Programming
NEP ***filename***
CAP ***filename***
RUN ***filename***,*n*
P *comment*
LDPM ***filename,****#*
(*#* = A-Z or 0-9)

CUSTOMIZING COMMANDS (Chap. 6)

* **FUNC** ***fc***
DEFAULT ***nm=##***,*nm=##,nm=##, . . .*
* **LDDICT** ***filename***
LDHELP ***filename***
LDKBD ***filename***
LDPRN ***filename***
LDSUB ***filename***
(***fc*** = Function Call)
(***nm*** = Embedded Command)

EMBEDDED COMMANDS
(Chapters 4 - 5)

Enter Embedded Commands on the Command Line, or directly into text in Expanded Display using « and ». Except for Character Modes, these commands appear embedded in text as triangles (▲).

ALIGNMENT (Chap. 4)

FL	Flush Left
FC	Flush Center
FR	Flush Right
JU	Justify
NJ	No Justify
HY ON/OFF	Hyphenation

CHARACTER MODES (Chap. 4)

MD NM	Normal Mode
MD BO	Bold Mode
MD UL	Underline Mode
MD RV	Reverse Mode
MD BU	Bold Underline Mode
MD BR	Bold Reverse Mode
MD SU	Superscript Mode
MD SD	Subscript Mode
MD FN	Footnote Mode
MD FL	Flashing Mode
MD FU	Flashing Underline
MD FR	Flashing Reverse
MD SO	Flashing Bold
MD *n*	Color Mode (*n*=0-255)

CASE COMMANDS (Chap. 4)

UC	Uppercase
LC	Lowercase
CC	Change Case
AU	Automatic Uppercase

DATE & TIME (Chap. 4)

TM	Time
DA *form*	Date

(***form*** = **m/d/y** or **Mmm d, yyyy**)

FOOTNOTES (Chap. 4)

FN	Footnote
FS	Footnote Separator
FW	Footnote Wrap Separator
FWE	Footnote Wrap Separator, Even
FWO	Footnote Wrap Separator, Odd
BF *n*	Bottom Footnote
DF	Dump Footnotes
NF	No Footnotes
SF *n*	Set Footnote Number
* **FM**	Footnote Format

HEADERS & FOOTERS (Chap. 4)

RH	Running Header
RHE	Running Header, Even
RHO	Running Header, Odd
RF	Running Footer
RFE	Running Footer, Even
RFO	Running Footer, Odd
PN	Page Number
SP *n*	Set Page Number

EMBEDDED COMMANDS (cont'd)

NUMBERING (Chap. 4)

*	**DC** *#=**n1**.n2.n3.n4.n5.n6.n7.n8.n9.n0*	Define Counter
*	**C#**	Counter Commands (C1 to C9)

PAGE LENGTH (Chap. 4)

	PL ***nom***,*max,min*	Page Length
	FD ***n***	Form Depth
	TP ***n***	Top Margin
	BT ***n***	Bottom Margin
	LS ***n***	Line Spacing
	PG	Page Break
*	**PG** ***n***	Page Break
	NB	Non-Breakable Block
	BB	Breakable Block
	WD ***n***	Widow
	OP ***n***	Orphan

PAGE WIDTH (Chap. 4)

	LM ***n***	Left Margin
	RM ***n***	Right Margin
	OF ***n***	Offset
	IP ***m,n***	Indent Paragraph
	TS ***n1***,*n2, . . .*	Tab Set
	TR	Tab Reset

PRINTER PAUSE (Chap. 4)

	PA	Pause
	PR	Prompt
	AP	AutoPause
	NP	No Pause

STYLES (Chap. 4)

*	**SS** ***name,nm=n***,*nm=n, . . .*	Save Style
*	**US** ***name***	Use Style
*	**NS**	Next Style
*	**PS**	Previous Style

COLUMNS (Chap. 5)

*	**CT** ***offset,w1/s1***,*w2/s2, . . .*	Column Table
*	**CO#**	Column Command (# = 2-16)
*	**EC**	End Column
*	**SN** ***c1***,*c2,c3,c4,c5,c6*	Snaking

MAIL MERGE (Chap. 5)

	FI ***field1,field2, . . .***	Field Identification
	PF ***field***	Put Field

TABLE OF CONTENTS & INDEX (Chap. 5)

	X#	Text Marker (X1-X9)
	T#	Table of Contents (T1-T9)
	I#	Index (I1-I9)
	SR IX	Place Marked Text
	SR PN	Place Page Number
	LD ***n***	Leadering
	NI	No Index

EMBEDDED PROGRAM COMMANDS (Chap. 5)

*	**VA** ***nm***	Value of LM, RM, IP, . . .
*	**VA $FI**	Current Filename
*	**VA $PA**	Current Path
*	**VA $PG**	Current Page No. at Cursor
*	**VA $LN**	Current Line No. at Cursor

(For other Embedded Program Commands, see *Reference Manual*.)

FUNCTION CALLS (Chapter 6)

Enter Function Calls into the Keyboard File or on the Command Line with FUNC.

ASCII

R0	ASCII 0 (R0 to R9)

CHARACTER MODES

M0	Reset	**M5**	Bold Underline
M1	Normal	**M6**	Bold Reverse
M2	Bold	**M7**	Superscript
M3	Underline	**M8**	Subscript
M4	Reverse		

COLUMNS

* **TL**	Table Col. Left	* **TR**	Table Col. Right
* **TE**	Table Entry	* **EE**	Erase Entry
* **HC**	Home Column	* **EC**	End Column
* **ED**	Entry Define	* **MC**	Mark Column

COMMAND LINE

BC	Blank the Command Line	**CC**	Change Cursor
XC	Execute the Command	**CH**	Clear Header
GH	Go to Header	**GT**	Go to Text Area

COPYING AND MOVING TEXT

CP	Copy Defined Block	**MV**	Move Defined Block

COUNTERS / NUMBERING

* **C0**	Counter 0 (C0 to C9)

CURSOR MOVEMENT IN TEXT

CU	Cursor Up	**CD**	Cursor Down
LL	Linear Left	**LR**	Linear Right
LU	Linear Up	**LD**	Linear Down
PW	Previous Word	**NW**	Next Word
PT	Previous Tab	**NT**	Next Tab
EL	Express Left	**ER**	Express Right
LB	Line Begin	**LE**	Line End
PL	Previous Line	**NL**	Next Line
PS	Prev. Sentence	**NS**	Next Sentence
PP	Prev. Paragraph	**NP**	Next Paragraph
HM	Home	**BS**	Bottom of Screen
MU	Move Up	**MD**	Move Down
PU	Page Up	**PD**	Page Down
PF	Prev. Formatted Page	**NF**	Next Formatted Page
TF	Top of File	**BF**	Bottom of File

DEFINING A BLOCK OF TEXT

DF	Define a Block	**DW**	Define by Word
DL	Define by Line	**DS**	Define by Sentence
DP	Define by Paragraph	**DC**	Define a Column
XD	Release Defined Block	**YD**	Release Define (var.)

DELETING TEXT

BD	Backspace Delete	**RD**	Rubout Defined Block
RC	Rubout Character	**RW**	Rubout Word
RE	Rubout to End of Line	**RL**	Rubout Line
RS	Rubout Sentence	**RP**	Rubout Paragraph
UD	Undelete	**UP**	Unpad Spaces

FUNCTION CALLS (cont'd)

FOREIGN / OVERSTRIKE

S1	Acute Accent (')	**S2**	Grave Accent (')
S3	Umlaut	**S4**	Circumflex
S5	O Accent	**S6**	Tilde
S7	Underline		

HELP

* **OP**	Old Prompt Frame	**SH**	Show Help
* **PM**	Prompt Help Frames	**DR**	Display Ruler
* **$0**	Help Frame $0 ($0 to $9)		

MATH

SM	Sum	**SU**	Subract Value
DT	Display Total		

NORMAL/EXPANDED DISPLAY

SP	Show Page-Line No.	* **NM**	No Markers
TP	Toggle Normal/Expanded Turn Pg-Ln On	**CM**	Change Normal/Expanded Turn Pg-Ln Off

SAVE/GETS

SD	Save/Get Directory	**SK**	Show Save/Get Key
SV	Save Defined Block	**AD**	Append to Save/Get
@A	Save/Get Key A (@A to @Z)	**@0**	Save/Get Key 0 (@0 to @9)

SEARCH

WA	Wild Alphanumeric	**WL**	Wild Letter
WN	Wild Number	**WS**	Wild Separator
WW	Wild String	**WX**	Wild Any Character
* **FD**	File Difference	* **FM**	File Match

SYSTEM

BK	Break	**EX**	Exit
PR	Print Screen	**RV**	Review
DX	Display Off	**DO**	Display On
* **EN**	Edit Next File	**FF**	Force Fill
* **EF**	Edit Footer/Header/Footnote		

TOGGLE KEYS

CI	Clear Insert Mode	**CS**	Clear Scroll Lock
SI	Set Insert Mode	**SS**	Set Scroll Lock
TI	Toggle Insert Mode	**TS**	Toggle Scroll Lock
CN	Clear Numeric Lock		
SN	Set Numeric Lock		
TN	Toggle Numeric Lock		
NK	Same as TN		

WINDOWS

AS	Alternate Screen	* **NX**	Next Window
* **#1**	Window No. 1 (#1 to #9)	* **SW**	Show Window Directory

SETTINGS (Chapter 6)

Enter Settings into the Printer File.

DISPLAY SETTINGS

	RL<***abcdefghi***	Ruler Markers
	HN=***n***	Header Normal Mode
	HR=***n***	Header Reverse Mode
	LC=***n***	Line Character (Displayed)
*	**SL**=***n***	Screen Length
*	**BX**=***active,w1***,*w2, . . . ,w9*	Window Border Colors
*	**DD**=***n***	Display Defined Block
*	**CT**=***n***	Cursor Type
*	**DT**=***n***	Display Type

PRINTER SETTINGS

	LE<***string***	Line-Ending String
	PE<***string***	Paragraph-Ending String
	FB<***string***	File-Begin String
	FE<***string***	File-End String
*	**PG**<***string***	Page-Break String
*	**FO:*name***	Font Table
*	**UW:*name***	Use Width Table
*	**US:*name***	Use Substitution Table
*	**SU:*name***	Substitution Table
*	**WD:*name***	Width Table
*	**AT:*name***	Attribute Table
*	**ET**	End Table
*	**PT**=***n***	Print Type Table
	;	Comment

DEFAULT SETTINGS

	DF=***nm***,*nm, . . .*	Default Settings
*	**PD**=***n***	Pad Spaces
*	**WO**=***n***	Word Overstrike
*	**HY**=***n1,n2,n3***	Hyphenation Control

JUSTIFICATION SETTINGS

*	**MU**=***n***	Margin Units
	CW=***n***	(Same as MU)
*	**DU**=***n***	Display Units
*	**MS**=***n***	Microspace Units
	CP	Printer Escapements
	MM=***n***	Microspace Mode
	SC=***n***	Space Constant
	SF=***n***	Space Factor
	JU=***n***	Justify Underline
	JT=***n***	Justification Type

MAIL MERGE SETTINGS

FS<***string***	Field Separator
RS<***string***	Record Separator
CO<***string***	Comment Separator

LEGEND

* = XyWrite III only (others are XyWrite II+)

BOLD=required
LIGHT=optional

filename = *d:path****filename***
path = ***dir1***\dir2\dir3 . . .

Chapter numbers appearing on this card refer to the *Reference Guide.*

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